

Minutes of the Finance Committee

Wednesday, October 12, 2011

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl, Ted Rolfs, Bill Zaborowski, Pamela Meyer, and Jim Heinrich. Dave Falstad arrived at 9:57 a.m. and Rob Hutton arrived at 10:35 a.m.

Also Present: Chief of Staff Mark Mader, Parks & Land Use Committee Chair Fritz Ruf, Register of Deeds Jim Behrend, Deputy Register of Deeds Chris Crouch, Programs & Projects Analyst Rob Dunn, Financial Analyst Danielle Igielski, Senior Financial Analysts Bill Duckwitz and Clara Daniels, Parks & Land Use Director Dale Shaver, Business Services & Collections Manager Andy Thelke, Budget Specialist Linda Witkowski, Judiciary Committee Vice Chair Peter Wolff, District Attorney Brad Schimel, Office Services Coordinator Dani Danielski, and Victim/Witness Program Coordinator Jen Dunn. Recorded by Mary Pedersen, County Board Office.

Discuss and Consider 2012 Operating Budgets for the Following Departments:

Register of Deeds

Behrend and staff discussed the proposed 2012 operating budget for the Register of Deeds Office. Both revenues and expenditures are budgeted at \$1,448,199 – a decrease of \$29,583 or 2.0%. The County tax levy line item shows a credit of \$1,368,301 which remains unchanged from the adopted 2011 budget.

The positions summary shows a decrease of 0.40 in regular positions for a total of 18.88 full-time equivalent (FTE) positions. Behrend explained that Dunn's position is now being shared with Emergency Preparedness (60/40) and noted the change is working fairly well.

Staff went on to review the financial summaries, strategic outcomes and objectives, current and proposed capital projects, program highlights, and activity data. Staff distributed copies of a handout which included activity data for 2003 (actual) through 2012 (estimate) such as document volume, number of staff, cost, and revenues for the Administrative Services, Vital Records, Cashiering, and Real Estate Indexing and Customer Assistance areas.

MOTION: Heinrich moved, second by Zaborowski to tentatively approve the 2012 operating budget for the Register of Deeds Office. Motion carried 5-0.

Parks & Land Use

Shaver and staff discussed the proposed 2012 operating budget for the Parks & Land Use Department. Total all funds, revenues are budgeted at \$16,123,068 – a decrease of \$1,424,404 or 8.1%. The County tax levy is budgeted at \$7,301,010 – an increase of \$46,508 or 0.6%. Expenditures are budgeted at \$23,075,199 – a decrease of \$1,274,585 or 5.2%.

The positions summary shows a decrease of 5.88 (-1.65 in regular positions and -4.23 in extra help) for a total of 184.00 FTE positions. A 1.0 sanitarian position and a 0.5 senior land use specialist are being unfunded. Changes that needed to be made in order to make the budget target included

\$265,000 in Wisconsin Retirement employee contributions; \$175,000 in salary and benefit reductions; \$54,800 in increased fees; and \$28,400 in general expenditure reductions.

Falstad arrived at 9:57 a.m. and Hutton arrived at 10:35 a.m.

Shaver reviewed the financial summaries, strategic outcomes and objectives, current and proposed capital projects, program highlights, and activity data.

Due to time constraints, the committee will continue their review of this budget on October 19.

District Attorney's Office

Schimel and staff discussed the proposed 2012 operating budget for the District Attorney's Office. Both revenues and expenditures are budgeted at \$2,437,666 – a decrease of \$49,888 or 2.0%. The County tax levy is budgeted \$1,756,187 – an increase of \$15,000 or 0.9%. The positions summary shows a decrease of 0.07 (-0.06 in temporary extra help and -0.01 in overtime) for a total of 30.82 FTE positions. Schimel noted that due to a one-year boost in funds in last year's budget totaling \$61,000, they are finally caught up on the document imaging backlog.

Schimel reviewed the financial summaries, strategic outcomes and objectives, program highlights, and activity data.

MOTION: Falstad moved, second by Zaborowski to tentatively approve the 2012 operating budget for the District Attorney's Office. Motion carried 7-0.

MOTION: Meyer moved, second by Heinrich to adjourn at 12:29 p.m. Motion carried 7-0.

Respectfully submitted,

Pamela Meyer
Secretary